

TREATMENT SERVICES
Business Meeting
December 17, 2009 - 1pm - NYC

I. Welcome/Introductions

Kevin R. Mulcahy, Sr. USPO/DATS, opened the meeting, and introduced SUSPO Edwin Rodriguez, Jr., CUSPO Michael Fitzpatrick, DCUSPO Cheryl Holmes, Billing Specialist Chris Delin, Sr. Lab Tech. Jose Rodriguez, Lab Tech. Veronica Pena and Sr. USPTO Carlos Ramirez. Kevin informed that a copy of the meeting's minutes will be posted on our public website beginning next week. Kevin encouraged everyone to utilize the website: **probation.sdn.uscourts.gov**, which is updated on a regular basis.

II. BPA Process Overview

Ed stated that the RFP must be read carefully by not only management, but by the day to day staff so that everyone who works w/ our offenders is aware of the requirements and expectations. The RFP contains the "nuts & bolts" of our agreement, particularly Section C. (SOW). Significant changes from previous years include: co-occurring Tx, CBT, family counseling & breathalyzer testing.

III. Referral Process

Kevin & Ed discussed the electronic P-45, 11b & 11i process. Electronic files are password protected & encrypted to ensure confidentiality.

IV. Billing Format

Chris outlined our billing procedures - accuracy, timeliness, requirements & attachments.

V. Confidentiality & Disclosure

Kevin discussed confidentiality and disclosure, but reminded everyone that we, the federal government, are not bound by the same state regulatory agencies, such as OASAS. However, we will certainly work w/ everyone to ensure our requirements are met and their licensing is not jeopardized.

VI. Drug & Alcohol Testing

Kevin & Ed discussed our drug & alcohol testing procedures and guidelines (random & observed). Training will begin early 2010 to ensure everyone is on the same page. Jose discussed our shipping & supply procedures, chain of custody (COC) and drug testing results.

VII. Post-Award Monitoring (PAM)

Kevin discussed the PAM process and that these audits will be conducted at least twice per year. However, we have the ability to conduct additional visits if we feel it's necessary. The visits are conducted to ensure vendors are complying w/ our requirements.

VIII Medicaid

Ed discussed the importance of Medicaid and that this payment option should be explored and applied as the primary billing source. If an offender is not eligible, we will pay for the services.

IX. Questions

In response to questions, Kevin and Ed explained:

- Notification of non-compliant behavior w/in 24 hrs (no exceptions).
- Cost for written reports (ie: Court reports) & conference should have been incorporated w/ the initial pricing & are not an additional cost (PC 6060 eliminated).
- Services are NOT to be provided w/out P-45 (Section G.) If services are altered - amended p-45 is necessary.
- Intake assessments will not be requested on every case. However, if they are complete w/out our request, vendor may bill us for 2 units of 2011 to compensate for their time
- We MUST be informed about disclosure requests from 3rd parties.
- Issues that shouldn't be discussed w/ offenders include: validity of drug test results, questioning of supervision conditions. If these issues should arise, offender should be directed to discuss the issue with the officer.
- No shows should have been built into the pricing for the services that vendors are required to provide to ensure compensation.
- Family counseling is now being offered in all co-occurring RFPs, as the AO recognized it's importance in the treatment process.
- All vendors will be required to provide breath samples, via breathalyzer device. We will provide all materials and training.
- Medicaid, private insurance and co-pay can and should all be considered as payment options. However, if an offender is not eligible for any, we will provide payment.
- Vendors are required to provide credentials for all new staff.
- Training for drug & alcohol testing, COC & shipping procedures will be provided to all vendors in early 2010.